Retention Counseling Session

Integration / Professional Development

- **Facilities/Publicity**
- **DA Form 4591-R**
- **Integration Counseling Session**
- **Professional Development Counseling Session**
- **Required Counseling Session**

Integration and Professional Development Phase

Facilities and Publicity

- **Retention Facilities**
- **Retention Publicity Items**
- **Request Publicity Material**
- **Unit Retention Bulletin Boards**

Purpose and Use of DA Form 4591-R Worksheet

RETENTION/TRANSITION PROGRAM DATA WORKSHEET

AKO E-MAIL

For use of this form see AR 601-280. The proponent agency is the Army G1 Retention

1. SSN	2. Name (Last First Middle Suffix)	3. First Day Eligible (AC) / Last Day Eligible	4. First Day Eligible (RC) / Last Day Eligible
900-00-0018	ROBERTSON, ROBERT RAY		

RETAIN ELIGIBILITY TABS

5. Spouse SSN	6. MPC Spouse	7. EFMP	8. EFMP Date	43. TYP WPM	44. DLAB	45. Physical Profile	46. Physical Cat	47. Physical Prof Dt

9. DOB	10. Gender	11. Race	12. LOCID	13. Citizenship	48. HIV Date	49. Height	50. Weight	51. Body Fat %	52. Audio Perception
1983	MALE			US					

14. Home of Record (Street)	15. BASD	16. PEBD	17. ETS	53. Color Perception	54. APFT	55. APFT Date	56. APFT Profile	57. MMRB Date
0321			200707					

(City, State, Zip)	18. AEA Code	19. NDR PEN	20. DEROS	58. MOS Certified	59. PMOS	60. SMOS	61. Promotion MOS	62. AMOS
	20020 718	20020 718	17		19K			

	21. AEA Term	22. Grade	23. Term LV Date	63. Bonus MOS	64. Bonus Date	65. Bonus(Prev/Zone)	66. SQI(s)	67. ASI(s)
		PVT/						

	24. DROS	25. Term	26. DCOST	68. LANG(s)	69. DLPT (Score/Date)	74. Unit Address (Unit Name)
		1				CO C, 1BN 8AR

27. DT LST PCS	28. DOR	29. Prom Pts	30. DEP Date	31. FLAG (Code/Date)	70. Current UIC	71. Current Location	(Street)

32. TIAFS (Years Months Days)	33. Civilian Ed Level	34. Civilian Ed Cert	35. Years Civilian Ed	72. MACOM	73. PSC	(City, State, Zip)
	HSD	HSD	12			FORT CARSON, CO 80913

36. MES	37. MEL	38. ASVAB Date	GT	GM/MAINT	EL/ELEC	CL/ADMIN	MM/MECH	SC/COMMO	75. AWOL	76. Article 15	(Phone)
		2002	8G	8	7G	8	8	8			

39. Math	40. Science	41. Ori	42. MVB	CO/MBT	FA	OP/FOOD	ST/TECH	77. Waiver(s)	78. Court Martial	79. PSII Comp/Date	80. PSII Init/Date	81. PSI Stat/DDPSTA
	0120	6	0	8	8	5	8					
				4	1	9	4					

82. Timeline (Notes, Miscellaneous Remarks)

RESERVATION INFORMATION

83. Option Preference(s)			85. Option Selected	90a. Training Data		90b. Assignment Date		94. Extension Data	
MOS	CONUS	OCONUS							
			86. Option Code	MOS	Start Date	Unit	Location	Current Enl Period	Enlistment date
			87. Renl/Ext (Months)	Course Number	Graduation Date	On Orders Date	Report Date	New Enl Period (Years Months Days)	
			88. Renl/Ext Date	Class	Location	EPD/CTL	Special Instructions	Extension Term	New ETS Date

84. Special Prerequisite(s)	89. RCN/ECN	91. TAFS (Years Months Days)	92. Bonus (Mult/Ammt)	93. Bonus Message	Extension Reason

95. Spouse Name	96. Retention NCO (Rank Name Phone)	97. Reenlistment Officer [Rank, Name (FML), Branch, Phone]	98. Date Submitted

99. Commander [Rank Name (FML), Branch, Phone]	100. Career Counselor (Rank Name Phone)	101. Career Counselor Signature

TITLE	Integration	Prof/Career Development	Commander's Prof/Career Development	Commander's Retention	Retention	Retention Options	Retention Follow-up	Retention Summary	RC Transition
REQUIRED TIMEFRAME	WITHIN 30 DAYS	90-120 DAYS	ANNUAL FOLLOW-UP	26 Months Prior	24-25 Months Prior	16-18 Months Prior	12-13 Months Prior	7 Months Prior	180 Days Prior
GIVEN BY:	CAREER COUNSELOR	CAREER COUNSELOR	COMMANDER	COMMANDER	CAREER COUNSELOR	CAREER COUNSELOR	CAREER COUNSELOR	CAREER COUNSELOR	CAREER COUNSELOR
GIVEN TO:	ALL SOLDIERS	ALL SOLDIERS	ALL SOLDIERS	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS
WHEN COUNSELED:	AFTER ASSIGNMENT	AFTER ASSIGNMENT	BASD ANNIVERSARY	TO ETS	TO ETS	TO ETS	TO ETS	TO ETS	TO ETS or Transition Leave
JAN	FEB	APR-MAY		NOV	DEC-JAN	JUL-SEP	DEC-JAN	JUN	JUL
FEB	MAR	MAY-JUN		DEC	JAN-FEB	AUG-OCT	JAN-FEB	JUL	AUG
MAR	APR	JUN-JUL		JAN	FEB-MAR	SEP-NOV	FEB-MAR	AUG	SEP
APR	MAY	JUL-AUG		FEB	MAR-APR	OCT-DEC	MAR-APR	SEP	OCT
MAY	JUN	AUG-SEP		MAR	APR-MAY	NOV-JAN	APR-MAY	OCT	NOV
JUN	JUL	SEP-OCT		APR	MAY-JUN	DEC-FEB	MAY-JUN	NOV	DEC
JUL	AUG	OCT-NOV		MAY	JUN-JUL	JAN-MAR	JUN-JUL	DEC	JAN
AUG	SEP	NOV-DEC		JUN	JUL-AUG	FEB-APR	JUL-AUG	JAN	FEB
SEP	OCT	DEC-JAN		JUL	AUG-SEP	MAR-MAY	AUG-SEP	FEB	MAR
OCT	NOV	JAN-FEB		AUG	SEP-OCT	APR-JUN	SEP-OCT	MAR	APR
NOV	DEC	FEB-MAR		SEP	OCT-NOV	MAY-JUL	OCT-NOV	APR	MAY
DEC	JAN	MAR-APR		OCT	NOV-DEC	JUN-AUG	NOV-DEC	MAY	JUN

102. Record of Career Counseling

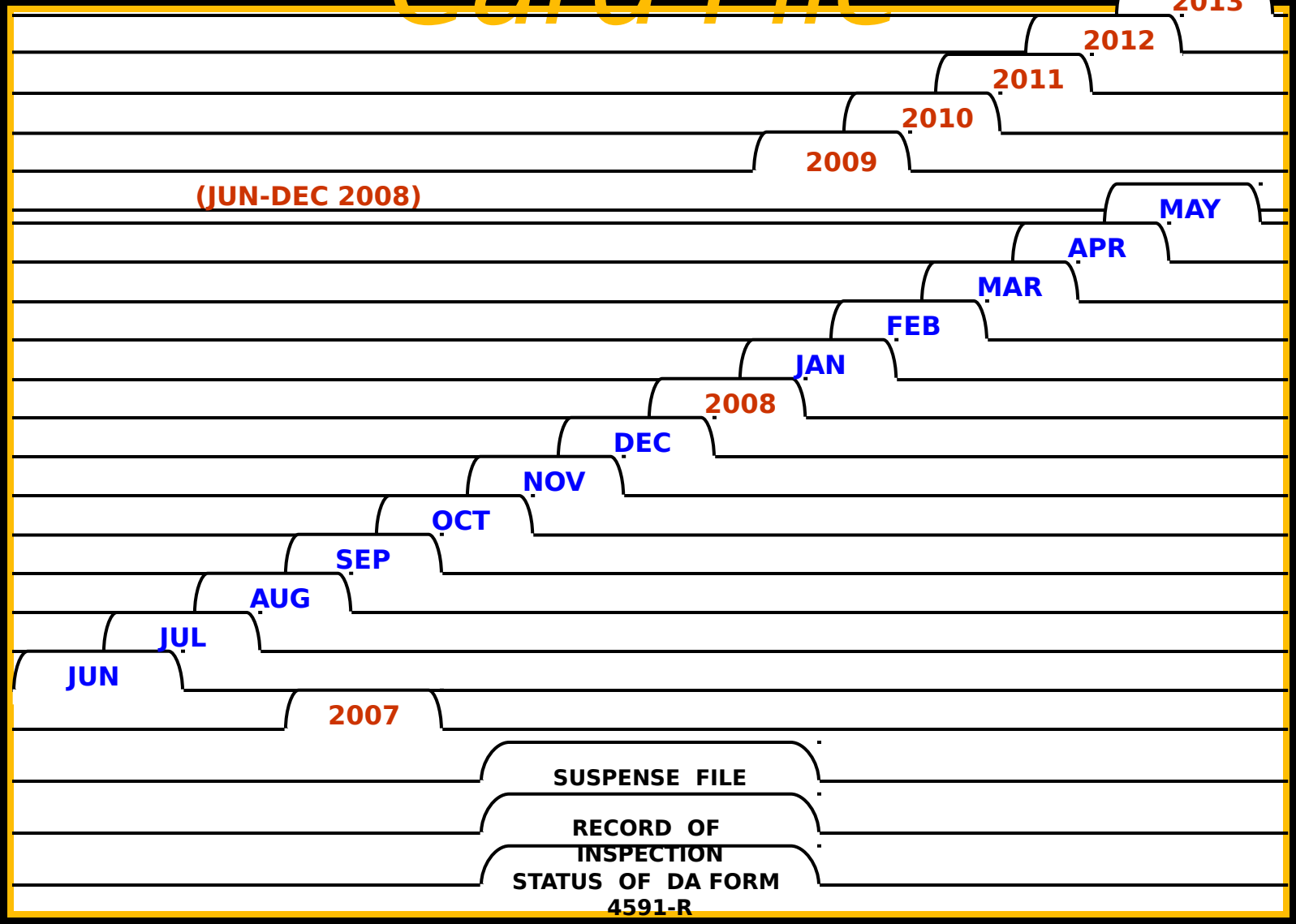
Type of Counseling When required Responsible Counselor	Counseling Date	Remarks	Counselor Initials
INTEGRATION (Within 30 days of assignment) **CAREER COUNSELOR**	Nov 02		
PROFESSIONAL/CAREER DEVELOPMENT (Between 90 and 120 days of assignment) **CAREER COUNSELOR**	Jan - Feb		
CDR's PROFESSIONAL/CAREER DEVELOPMENT (Annually – BASD Anniversary) **CAREER COUNSELOR**	03		
CDR's RETENTION (26 months from ETS) **COMPANY CDR**			
RETENTION (24-25 months from ETS) **CAREER COUNSELOR**			
RETENTION OPTIONS (16-18 months from ETS) **CAREER COUNSELOR**			
RETENTION FOLLOW-UP (12-13 months from ETS) **CAREER COUNSLEOR**			
RETENTION SUMMARY (7 months from ETS) **CAREER COUNSELOR**			
TRANSITION (6 months from ETS) **CAREER COUNSELOR (AC/RC)**			
REENLISTMENT FOLLOW-UP (30-60 days after reenlistment **RETENTION NCO**			
CHANGE OF STATION/TRANSITION (60-90 days from PCS/leave/ training start date/Transition Leave/ETS) **CAREER COUNSELOR**			

TITLE	Integration	Prof/Career Development	Commander's Prof/Career Development	Commander's Retention	Retention	Retention Options	Retention Follow-up	Retention Summary	RC Transition
REQUIRED TIMEFRAME	WITHIN 30 DAYS	90-120 DAYS	ANNUAL FOLLOW-UP	26 Months Prior	24-25 Months Prior	16-18 Months Prior	12-13 Months Prior	7 Months Prior	180 Days Prior
GIVEN BY:	CAREER COUNSELOR	CAREER COUNSELOR	COMMANDER	COMMANDER	CAREER COUNSELOR	CAREER COUNSELOR	CAREER COUNSELOR	CAREER COUNSELOR	CAREER COUNSELOR
GIVEN TO:	ALL SOLDIERS	ALL SOLDIERS	ALL SOLDIERS	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS EXCEPT INDEF	ALL SOLDIERS
WHEN COUNSELED:	AFTER ASSIGNMENT	AFTER ASSIGNMENT	BASD ANNIVERSARY	TO ETS	TO ETS	TO ETS	TO ETS	TO ETS	TO ETS or Transition Leave
JAN	FEB	APR-MAY		NOV	DEC-JAN	JUL-SEP	DEC-JAN	JUN	JUL
FEB	MAR	MAY-JUN		DEC	JAN-FEB	AUG-OCT	JAN-FEB	JUL	AUG
MAR	APR	JUN-JUL		JAN	FEB-MAR	SEP-NOV	FEB-MAR	AUG	SEP
APR	MAY	JUL-AUG		FEB	MAR-APR	OCT-DEC	MAR-APR	SEP	OCT
MAY	JUN	AUG-SEP		MAR	APR-MAY	NOV-JAN	APR-MAY	OCT	NOV
JUN	JUL	SEP-OCT		APR	MAY-JUN	DEC-FEB	MAY-JUN	NOV	DEC
JUL	AUG	OCT-NOV		MAY	JUN-JUL	JAN-MAR	JUN-JUL	DEC	JAN
AUG	SEP	NOV-DEC		JUN	JUL-AUG	FEB-APR	JUL-AUG	JAN	FEB
SEP	OCT	DEC-JAN		JUL	AUG-SEP	MAR-MAY	AUG-SEP	FEB	MAR
OCT	NOV	JAN-FEB		AUG	SEP-OCT	APR-JUN	SEP-OCT	MAR	APR
NOV	DEC	FEB-MAR		SEP	OCT-NOV	MAY-JUL	OCT-NOV	APR	MAY
DEC	JAN	MAR-APR		OCT	NOV-DEC	JUN-AUG	NOV-DEC	MAY	JUN

102. Record of Career Counseling

Type of Counseling When required Responsible Counselor	Counseling Date	Remarks	Counselor Initials
INTEGRATION (Within 30 days of assignment) **CAREER COUNSELOR**			
PROFESSIONAL/CAREER DEVELOPMENT (Between 90 and 120 days of assignment) **CAREER COUNSELOR**			
CDR's PROFESSIONAL/CAREER DEVELOPMENT (Annually – BASD Anniversary) **CAREER COUNSELOR**			
CDR's RETENTION (26 months from ETS) **COMPANY CDR**	May 05		
RETENTION (24-25 months from ETS) **CAREER COUNSELOR**	Jun – Jul 05		
RETENTION OPTIONS (16-18 months from ETS) **CAREER COUNSELOR**	Jan – Feb 06		
RETENTION FOLLOW-UP (12-13 months from ETS) **CAREER COUNSLEOR**	Jun – Jul 06		
RETENTION SUMMARY (7 months from ETS) **CAREER COUNSELOR**	Dec 06		
TRANSITION (6 months from ETS) **CAREER COUNSELOR (AC/RC)**	Jan 07		
REENLISTMENT FOLLOW-UP (30-60 days after reenlistment **RETENTION NCO**			
CHANGE OF STATION/TRANSITION (60-90 days from PCS/leave/ training start date/Transition Leave/ETS) **CAREER COUNSELOR**			

Reenlistment Data Card File



STATUS OF DA FORM 4591-R For use of this form, see AR 601-280; proponent agency is Army G-1 Retention	**DATE** 20 Jun 2007
ASSIGNED STRENGTH (All Enlisted Soldiers not serving under the indefinite reenlistment program)	137
CARDS IN FILE	117
CARDS WITH COMMANDER	3
CARDS WITH REENLISTMENT NCO	3
CARDS WITH CAREER COUNSELOR	6
CARDS WITH RC CAREER COUNSELOR	2
INPROCESSING *(Assigned less than 30 days)*	4
OUT-PROCESSING *(PCS and 30-60 days from ETS)*	2
AUTHORIZED ABSENCE OVER 30 DAYS *(Card with Soldier)*	0
OTHER *(Explain)*	0
TOTAL CARDS ACCOUNTED FOR	137

DA FORM 4591-1-R, OCT 2005 Replaces DA FORM 1315-1-R

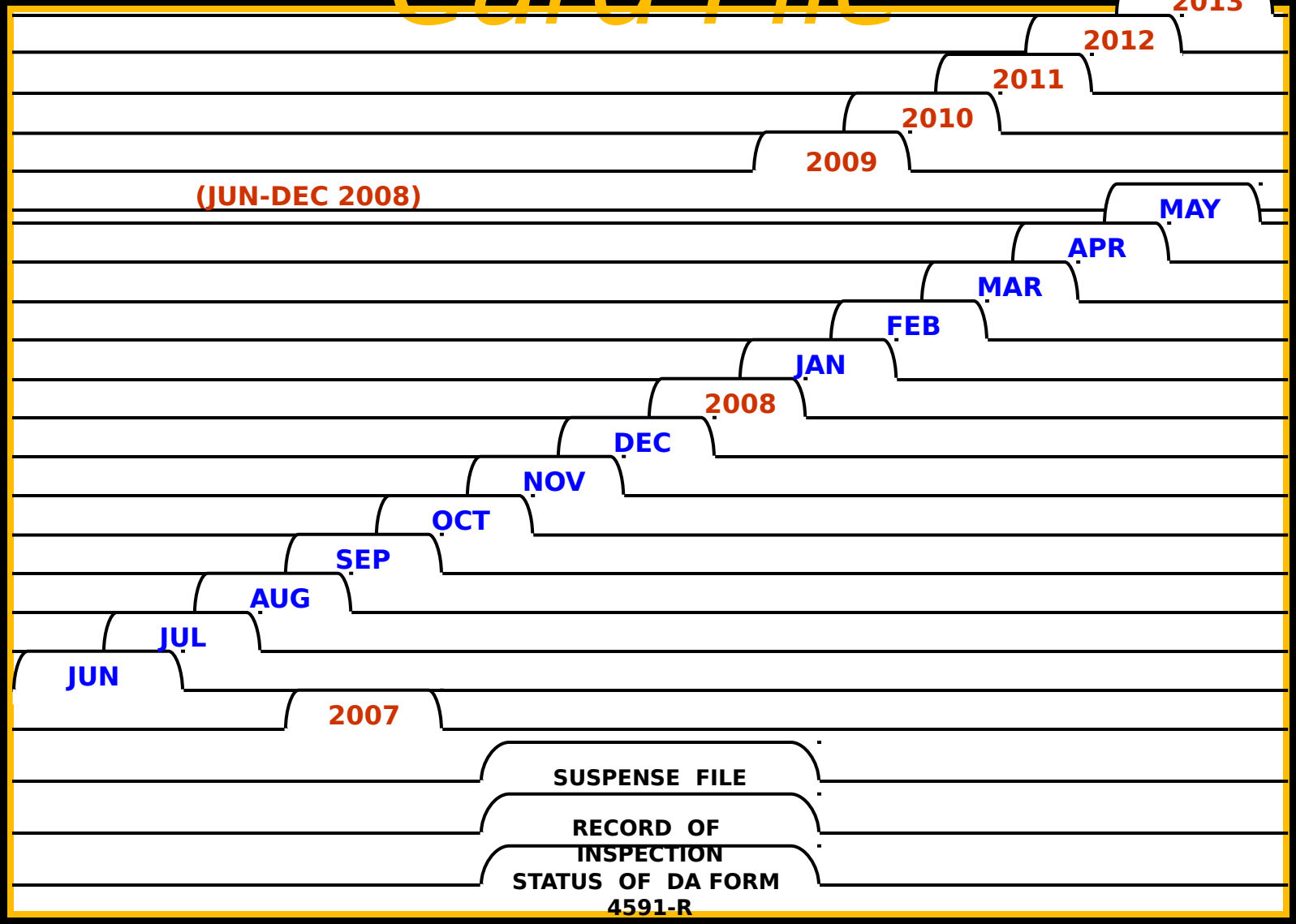
RECORD OF INSPECTIONS CONDUCTED

For use of this form, see AR 601-280; proponent agency is Army G-1 Retention

DATE (QUARTERLY)	INSPECTED BY (RANK, NAME, ORGANIZATION)	FINAL RESULTS *(COMM, SAT, UNSAT)*	FINDINGS
11 NOV 2006	SFC Doe, Ray HHC, 1st INF DIV	COMM	Keep up the good work!
18 JAN 2007	SFC Doe, Ray HHC, 1st INF DIV	SAT	2 cards missing
9 MAY 2007	MSG Doe, Ray HHC, 1st INF DIV	SAT	3 Late Interviews

PROGRAM MONITORED BY COMMANDER DATE	CDR INTIALS	ADDITIONAL REMARKS OR INSPECTIONS *(CIP, OIP, ETC.)*
12 Oct 06	*FEE*	
8 Nov 06	*FEE*	
9 Dec 06	*FEE*	
21 Jan 07	*FEE*	
16 Feb 07	*FEE*	
10 Mar 07	*FEE*	
4 Apr 07	***RW***	
2 May 07	***RW***	
10 Jun 07	***RW***	

Reenlistment Data Card File



Purpose and Use of DA Form 4591-R

Integration

- **Purpose**
- **Process**
- **DA Form 4591-R**
- **Required Counseling Session**

Integration

- **Friendly Greeting**
- **Basic Human Needs**
  - ✔ **Food**
  - ✔ **Clothing**
  - ✔ **Shelter**
  - ✔ **Money**

Integration

- **Personnel Issues**
  - ✔ **BASD**
  - ✔ **PEBD**
  - ✔ **ETS**
  - ✔ **SRR**
- **Finance Issues**
  - ✔ **DIEMS**
  - ✔ **EB/SRB Entitlements**

7 Counseling Steps

- **Open**
- **Summary**
- **Needs, Wants & Desires**
- **Facts**
- **Objections**
- **Summary**
- **Close**

Professional Development

Professional Development Counseling Session

- **90-120 Days After Assignment**
- **Counsel Soldier**
  - ✔ **Promotion Potential**
  - ✔ **Military/Civilian Education**
  - ✔ **Short/Long Term Goals**

Goal Setting Counseling Session

- **Promotion**
- **Education**
- **Career Expectations**
- **Recognition**
- **Reclassification**
- **Bear**

Commander's Annual/BASD Counseling Session

Company Commander will Discuss

- ✔ **Duty Performance**
- ✔ **Units Mission**
- ✔ **Soldiers Goals/Expectations**
- ✔ **Bar to Reenlistment (if appropriate)**

➠ **DA Form 4591-R Worksheet**

Retention Counseling Session

Integration and Professional Development